



Answers to Questions on the Request for Proposals (RfP) IUCN Annual Report

Director General's Office
RfP Reference: IUCN-24-11-P9

QUESTION 1: Should the "Pre-Qualification Criteria" document be submitted by December 6th?

Yes, as stated in the RfP (§ 4.1) the Proposal must consist of the following four separate documents:

1. Signed Declaration of Undertaking
2. Pre-Qualification Information
3. Technical Proposal
4. Financial Proposal

All four separate documents are to be submitted by the submission deadline.

QUESTION 2: Does the December 6th deadline refer to a specific time zone and hour?

Submission deadline is on **December 6th, 23h59 CET**.

QUESTION 3: Are file transfer links, such as WeTransfer, allowed for document submission?

No, they are not. As stated in the RfP (§ 4.2): “Your Proposal must be **submitted by email** to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. **You may not submit your Proposal by uploading it to a file-sharing tool.**”

QUESTION 4: Is the provided contract only for review, or does it require a signature at this stage?

The draft contract is a template provided for information at this stage. The final contract will be completed only when the successful bidder has been selected. No signature is required at this stage.

QUESTION 5: The 2023 report is currently monolingual; should our quote include both the translation into three languages and their respective layout adjustments, correct?

The translations of the 2023 Annual Report are available at the link provided (see image below). The final proposal must include translation and their respective layout adjustments.

IUCN 2023 : International Union for Conservation of Nature annual report

Complete Title: IUCN 2023 : International Union for Conservation of Nature annual report



Publication Year: 2024

Keywords: annual reports | IUCN |

Broad subject: Annual report |

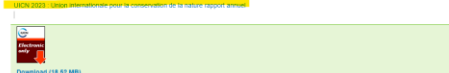
Call number: IUCN 2024-012, En |

Language(s): English

Other Language Version: .

IUCN 2023 : Union internationale pour la conservation de la nature rapport annuel

IUCN 2023 : Union internationale pour la conservation de la nature rapport annuel



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QUESTION 6: How will the sourcing, editing of photos, and methods of delivery be carried out?

As stated in the Terms of Reference under Specification of requirements/ 3) Content development, the service provider is responsible for “*the commissioning of writers and translators, editing, proof-checking of content, graphic design, conducting IUCN amends, and **provision of visual assets (including high-quality images)***.” It is therefore up to the service provider to handle the sourcing and editing of photos. This should be included in the financial proposal, in the graphic design prices.

As stated in the draft contract template “*The Consultant shall ensure that it has obtained all the rights to use any Pre-existing Rights belonging to third parties that are necessary to implement this Agreement*”. The service provider must have obtained the rights to use the photos they will include in the report (whether paid or open source) and credit them correctly. All source files, including pictures as separate files, must be provided to IUCN when the report is approved.